

Administrative Support Assistant (OA) GS-0303-05

National Park Service

1 vacancy - Beatrice, NE

Work Schedule is Full Time - Permanent

Opened Friday 4/8/2016 (-3 day(s) ago)

Closes Friday 4/15/2016 (10 day(s) away)

- **Salary Range**
\$32,318.00 to \$42,012.00 / Per Year
- **Series & Grade**
GS-0303-05/05
- **Promotion Potential**
05
- **Supervisory Status**
No
- **Who May Apply**
United States Citizens
- **Control Number**
429664400
- **Job Announcement Number**
MWRC-16-OC-0104

Job Description:

Job Summary

Experience your America and build a fulfilling career by joining the National Park Service, as we prepare for a second century of Stewardship and Engagement. Become a part of our mission to connect with our past and create important connections to the future by building a rich and lasting legacy for the next generation of park visitors, supporters and advocates. For more information about the National Park Service, click [National Park Service](#).

WHO MAY BE CONSIDERED: Open to all qualified United States Citizens

Vacancy ID NUMBER (VIN): 1627762

Full-time Permanent

Travel, transportation, and relocation expenses will not be paid. All travel, transportation, and relocation expenses associated with reporting for duty in this position will be the sole responsibility of the selected employee.

This announcement is also being advertised under merit promotion procedures, (MWRC-16-MP-0103). Candidates who wish to be considered under both procedures MUST apply and submit complete application packages to both vacancies.

Duties

Works closely with the Superintendent/Administrative Officer for the unit.

Incumbent is highly organized and able to work in a fast pace office setting. Handles incoming calls and at times may assist with greeting visitors. Supports EEO and safety programs. Maintains central division files and office files and serves as one of the parks receptionists.

Uses computers and appropriate software for data collection, analysis, collating and preparation of reports, forms and tabular material, providing proper spacing, heading and arrangement for ease of understanding and information processing. Types in final format from field notes or drafts, correspondence, including letters, memoranda, and reports.

The incumbent prepares and maintains budget documents, conducts micro purchases and records expenditures from purchase documents. Prepares and tracks payroll.

Division property inventory coordinator; coordinating timely and accurate completion of property inventories and reports. Travel Coordinator for the division. Prepares and receives all incoming/outgoing correspondence, memoranda, reports, work schedules, etc., from drafts or notes provided, using word processors.

Area Information:

Homestead National Monument of America is located in southeast Nebraska, four miles northwest of the city of Beatrice (population 13,000). Housing, shopping, medical services, educational, and recreational opportunities are readily available in the local community, and in Lincoln, Nebraska's capital city (population 250,000), and 40 miles to the north. Beatrice has a high school, middle school, four public and two parochial elementary schools, a variety of pre-school programs, Southeast Community College, and an award winning public library. University facilities, including the University of Nebraska, are available in Lincoln. Beatrice has an active arts community (including a community theater) and is home to a variety of organized sports leagues for all ages. Recreational opportunities vary and include such facilities as: hiking/biking trail system, state parks/recreational areas, city waterpark, two golf courses, skate park, YMCA and more. Weather conditions are moderate, ranging from 90 degrees in the summer to 15 degrees in the winter. Homestead National Monument of America opened the Homestead Heritage Center spring of 2007; a new 10,600 square foot visitor use facility. Homestead National Monument of America is a leader in the use of real-time distance learning technology and is very active in developing new and maintaining existing partnerships.

Travel Required

- Occasional Travel
- Occasional travel required for training.

Relocation Authorized

- No

Job Requirements

Qualifications

All qualifications must be met by the closing date of this announcement, Friday, April 15, 2016.

Qualifying experience may be obtained in the private or public sectors. <http://www.opm.gov/qualifications>

For the (GS-05 Grade level): Applicants must have one year of full-time specialized experience equivalent to the next lower grade level in the Federal Government Service.

SPECIALIZED EXPERIENCE: experience that has included making travel arrangements; preparing travel documents; entering time and attendance in a payroll system; interpreting and explaining administrative policies and procedures, especially those related to pay administration; maintaining electronic and paper files; assisting in the preparation/execution of budgets; preparing program/project documents i.e., project descriptions and summaries; coordinating procurement, property, vehicles, and space management functions; communicating with staff at dispersed locations via phone, fax, and email; creating documents and entering data using Microsoft Word, Excel, Access or comparable software programs.

or

EDUCATION:

Successfully completed at least four years of education above high school. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

IMPORTANT - PLEASE NOTE: If you are using education to qualify you must submit a copy of your official transcripts. Copies must include your name, school name, credit hours, major(s), and grade-point average or class ranking. We cannot

determine eligibility without this information.

or

COMBINATION EDUCATION AND EXPERIENCE:

An equivalent combination of education and specialized experience. Completion of a percentage of the specialized experience and graduate education listed above when combined totals 100%. (A copy of your transcripts will be required with your application, however, you will need to submit original transcripts at/before entrance on duty, if selected.)

Transcripts-To qualify using education, you must submit a legible copy of transcripts from an accredited institution which must include your name, school name, credit hours, major(s), and grade-point average or class ranking. **(NOTE: Transcripts lacking the required information will not be considered.)** Applicants can verify accreditation [HERE](#)

If you are selected for this position and you used education to qualify, you will be asked to provide official transcripts before you enter on duty.

You can receive credit for education received outside the United States if you provide evidence that it is comparable to an accredited education institution in the United States when you apply. For further information [click HERE](#).

Requirements:

- You must be a U.S. Citizen to be eligible for the position.
- Applicants must possess a valid state driver's license. This position requires that you operate a government (or private) motor vehicle as part of your official duties.
- Males born after December 31, 1959 must complete Pre-Appointment Certification Statement for Selective Service Registration <https://www.sss.gov/>
- New employees of the Department of the Interior must identify a financial institution for direct deposit of net pay.
- Favorable adjudicated background investigation and credit report
- Wear a NPS uniform and comply with NPS uniform standards
- Government housing not available
- Monday through Friday, may include Overtime, Holidays, Evening and Weekends.
- Typing 40 words per minute (WPM) is required. Must certify you can type 40 (WPM).

Security Clearance

Other

Additional Information

What To Expect Next

Once the online questionnaire is received you will receive an acknowledgement email that your submission was successful. After a review of your complete application is made you will be notified of your rating and or referral to the hiring official. If further evaluation or interviews are required you will be contacted.

BENEFITS

Benefits: <http://www.opm.gov/retirement-services/newprospective-employees/>

Other Information

How to Apply:

NOTE: applicants must submit their application packages electronically or by fax. Applications/resumes and supporting documentation sent by mail (including email) **WILL NOT BE ACCEPTED**. Applicants are advised that a variety of public facilities such as schools, public libraries, state employment offices and regional job centers provide access to computers at no charge. Help may also be available to targeted groups through a variety of public assistance agencies.

To apply for this position, you must complete the occupational questionnaire and submit the documentation specified in the Required Documents section below.

The complete application package must be submitted by 11:59 PM (EST) on Friday, April 15, 2016 to receive consideration.

* To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.

* Click the Submit My Answers button to submit your application package.

* It is your responsibility to ensure your responses and appropriate documentation is submitted prior to Friday, April 15, 2016.

* To verify your application is complete, log into your USAJOBS account, <https://my.usajobs.gov/Account/Login>, select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.

* To return to an incomplete application, log into your USAJOBS account and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete. Faxing Applications or Supporting Documents: You are encouraged to apply online. Applying online will allow you to review and track the status of your application.

NOTE: If you applied online and your application is complete, do not fax the paper application (1203FX) as this will overwrite your prior online responses and may result in you being found ineligible.

If you completed the occupational questionnaire online and are unable to upload supporting document(s) follow the faxing instructions below:

1. Fax your documents to 1-478-757-3144. Fax documents must be received by Friday, April 15, 2016 to receive consideration. Keep a copy of your fax confirmation in the event verification is needed.
2. To fax your documents, you must use the following cover page <http://staffing.opm.gov/pdf/usascovers.pdf> and provide the required information. The Vacancy ID is 1627762.

To Fax occupational questionnaire:

1. Click the following link to view and print the occupational questionnaire [View Occupational Questionnaire](#).
2. Print the 1203FX form, follow the instructions and provide your responses to the occupational questionnaire items <http://www.opm.gov/forms/pdfimage/opm1203fx.pdf>.
3. Fax the completed 1203FX form along with any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page for your fax transmission.

Note: If you receive an email stating that there was a technical problem uploading your documents, you should fax the applicable documentation to OPM at 478-757-3144. Be sure to use the fax cover sheet that was linked in the vacancy announcement, include the appropriate Office Code (IN) and VIN (1627762) so that the fax is processed properly and promptly. For further questions regarding applying online or by fax, please contact OPM atApplicationManagerHelpDesk@opm.gov

DO NOT SEND PHOTOGRAPHS. Any resume or documents with photographs will not be forwarded to the hiring official.

How You Will Be Evaluated

Method of rating will be Category based.

Category rating procedures will be used to rate and rank candidates.

Candidates will be ranked into 3 categories:

Category Group I (Best Qualified) - applicants possessing experience that substantially exceeds the minimum qualifications of the position including all selective factors, and who are highly proficient in all requirements of the job and can perform effectively in the position.

Category Group II (Well Qualified) - applicants possessing experience that exceeds the minimum qualifications of the position including all selective factors, and who are proficient in most of the requirements of the job.

Category Group III (Qualified) - applicants possessing experience that meets the minimum qualifications of the position including all selective factors, and who are proficient in some, but not all of the requirements of the job.

Note: Your resume must support your responses to the occupational questions. The occupational questionnaire was developed from these tasks.

- ☐ **Ability to type (Selective Factor)**
- ☐ **Assists answering the telephone, providing information, taking messages, and/or directing the call to the appropriate staff.**
- ☐ **Files and retrieves park correspondence and reports.**
- ☐ **Budget and Financial Management**
- ☐ **Travel Preparation**
- ☐ **Time and Attendance Records and Payroll Submission**
- ☐ **Operate personal Computer and various Office Equipment and software.**

Required Documents

The following documents are required and must be received by the closing date of this announcement.

1. Resume - Resumes must include personal information, education, work experience. You must include months, years and hours per week worked to receive credit for your work experience. One year of specialized experience is equivalent to 12 months at 40 hours per week. Part-time hours are prorated. You may not receive any credit for experience that does not indicate exact hours per week or is listed as "varies".(Include dates of employment -month and year, and hours worked per week). Your experience must verify the answers given on the assessment questionnaire. **YOU MUST USE YOUR FULL LEGAL NAME. NOTE: Applications lacking required information will be considered ineligible.**

2. Transcripts-To qualify using education, you must submit a legible copy of transcripts from an accredited institution which must include your name, school name, credit hours, major(s), and grade-point average or class ranking. **(NOTE: Transcripts lacking the required information will not be considered.)**

3. Qualifications (assessment questionnaire)

4.Veterans Preference:

- Legible copies of DD-214 (copy 4 showing honorable or general discharge)
- SF-15: Application claiming 10 Point Veterans Preference as a disabled veteran along with supporting documents. For more information on acceptable documents for Veterans' Preference visit: <http://www.opm.gov/policy-data-oversight/veterans-services/vet-guide/>

5. CTAP/ICTAP documentation, if applicable. This includes a copy of the agency notice, a copy of their most recent Performance Rating, and a copy of their most recent SF-50 noting current position, grade level, and duty location. <http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/>

Department Of The Interior

National Park Service

Homestead National Monument of America

Contact

Midwest Region Central SHRO

Phone: (402)661-1562

Email: MWR_APPLICATION_QUESTIONS@NPS.GOV